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Auth.: HR 70-3 13 DEC 1978 By: 011
Date: _____ 7 January 1955

MEMORANDUM FOR: Colonel White

SUBJECT : Increase in T/O for the Mail and Courier Branch,
Administrative Staff, Logistics Office

1. The attached staff study, supported by the exhibits, concludes seven (7) additional courier type personnel are necessary if adequate service is to be rendered to Agency components. The study points out these 7 additional people will cost approximately \$21,000 per annum and their addition would eliminate overtime costing approximately \$17,717. Logistics therefore requests \$4,900 to provide for this increased personnel.

2. Management Staff, after study, concurs in the requested increase in personnel and the \$4,900 to provide for this additional cost. Logistics, moreover, has informally agreed that if these additional people are approved, two of these courier slots will be transferred to [REDACTED] to provide for the courier personnel necessary for the delivery of file material between [REDACTED] and Headquarters.

3. Recommend approval.

[REDACTED]

Z.K.W.

10 Jan

I have read this over and agree with
Means Garrison + [REDACTED] that these extra
people are needed
Suggest you sign approvals indicated
VHK

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ORIGINAL DOCUMENT MISSING PAGE(S):

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